

# May 18th, 2001

Issue 11 of the EPSQ Electronic News service

Please pass this information along to a colleague.

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## **CURRENT NEWS**

**\*\*\* NEW** - Investigative Request Cancellation System - NEW

This System was implemented today, May 21st! The link for this new system can be found on our web site at <http://www.dss.mil/epsq/>.

This system should be used to cancel investigative requests sent to the Defense Security Service (DSS) ONLY. THIS SYSTEM SHOULD NOT BE USED FOR ANY PURPOSE OTHER THAN TO REQUEST CANCELLATION OF AN INVESTIGATIVE REQUEST. The system is intended for use by DOD, Non-DOD, Military & Civilian Security Officers to include those located at Central Adjudicative Facilities (CAF) and Liaison Offices.

Users will be asked to verify that the Personnel Security Investigation being canceled is no longer required for the Subject of the Request. This includes any requirement for duty in the Reserves, National Guard, or other follow-on Department of Defense (DOD) position.

This system should NOT be used by Contractor/Industrial requesters. Contractor/Industrial requesters should continue to use the EPSQ DISCO 562 to cancel investigative requests.

DSS field personnel should NOT use this system to cancel investigative requests. Please continue to use the procedures outlined in the DISM 20-1 to cancel investigative requests.

**\*\*\* Reminder** - IMPORTANT CUSTOMER INFORMATION - DSS MOVE TO FT. MEADE, MD - SYSTEM DOWNTIME

Please be advised that many DSS functions currently located at our Baltimore, Md. and Linthicum, Md. addresses will be moving to the new DSS Building at Ft. Meade, Md. beginning Friday, May 25th, 2001. The move is expected to be complete by Tuesday, May 29th, 2001.

DSS is making every effort to minimize the effect this move will have on our customers. During this period ALL DSS systems will be unavailable to our customers. The systems affected include, but are not limited to CCMS, DCII, email capability and the DSS Web

sites with their associated utilities (e.g. DCII, CVA, EPSQ Mailbox, EPSQ Receipt System and the LOC System).

Email capability will shutdown at 2:00pm EDT on Friday, May 25th and will be restored by 6:00am EDT on Tuesday, May 29th. All other DSS systems will shutdown at 5:00pm EDT on Friday, May 25th and will be restored by 6:00am EDT on Tuesday, May 29th, DSS Customer Service will be available until 6:00pm EDT on Friday, May 25th and will be available again beginning 6:00am EDT on Tuesday, May 29th.

We appreciate your patience while we make the move to our new building

The address for the new DSS facility at Ft. Meade, MD can be found below. Suite numbers should be used when addressing mail destined to the new facility at Fort Meade.

Example using three lines:

DEFENSE SECURITY SERVICE  
601 10TH STREET SUITE 200  
FORT GEORGE G MEADE MD 20755-5134

Example using the Attention Line:

PSI PROGRAM MANAGER  
DEFENSE SECURITY SERVICE  
601 10TH STREET SUITE 106  
FORT GEORGE G MEADE MD 20755-5134

Specific suite numbers and Organization Names (for Attention Line) can be found on the document entitled Organization Suites for Fort Meade currently available at <http://www.dss.mil/epsq/>.

**\*\*\*\* Reminder - TRANSFER of ADDITIONAL PERSONNEL SECURITY INVESTIGATION WORKLOAD to the OFFICE OF PERSONNEL MANAGEMENT (OPM)**

Just a Reminder....Please immediately read Transfer of Additional Personnel Security Investigation Workload to the Office of Personnel Management (OPM) dated April 30, 2001 located at <http://www.dss.mil/epsq/>.

At the direction of the Acting Assistant Secretary of Defense for Command, Control, Communications and Intelligence (C3I), DSS will not process any investigation request that should have been sent to OPM according to the guidance in the above referenced memo, effective May 21, 2001. As noted in the memo, this is a temporary action to allow DSS to reduce the pending investigative workload and lapse times to more acceptable levels.

Industrial/Contractor customers should continue to send all DISCO 562s to DSS for processing.

DSS will continue to conduct investigations for industry/contractor collateral clearances and US Army/Coast Guard Entrance National Agency Checks (ENTNACS). Collateral clearances are those clearances that don't involve SCI and SAP access.

Due to resource considerations, DSS will not return misrouted EPSQs, signed releases or fingerprint cards to the sender, nor will they be forwarded to OPM.

Military service requesters should refer to service implementation guidance which is forthcoming.

Additional Instructions regarding Which Industry Investigations Go To OPM and Submitting Industry SCI/SAP Personnel to OPM have also been posted on <http://www.dss.mil/epsq/>.

This guidance is expected to remain in place through the end of Calendar Year 2001.

\*\*\*\* **N**EW - Frequently Asked Questions (FAQs) have recently been posted on <http://www.dss.mil/epsq/> in response to your emails and phone calls regarding the Transfer of Additional Personnel Security Investigation Workload to OPM. We hope you find the answers helpful.

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### **NOTEWORTHY**

\*\*\*\* **I**n case you didn't already know.... EPSQ Version 2.2 was released on Monday, April 30th. Please visit <http://www.dss.mil/epsq/> to download this latest version.

\* **T**he new mailing address for customers who send EPSQ data to DSS via diskette is:

EPSQ Diskette Processing  
Defense Security Service  
601 10TH STREET SUITE 115  
FORT GEORGE G MEADE MD 20755-5134

\* **C**heck out our Enews Archives at <http://www.dss.mil/enews/archive/archive.htm>

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### **TIPS OF THE DAY**

- **W**hen installing the new EPSQ version 2.2 please be aware that the installation program uses a default install directory of c:\epsq2xso (Security Officer Edition) and c:\epsq2xsu (Subject Edition). If you are applying the patch for version 2.2 and you do not have your current installation in the default directory, you should change the directory when installing the patch to your current installation location.
- **P**lease be sure to visit our web site at <http://www.dss.mil/epsq/>. Some of the resources you will find there include: EPSQ Software, Important News & Notes, Worksheets (SF86, SF85P, SF85PS), LOC & Receipt System, FAQs, Documentation, and On-Line User Guides.

**Thank You.**

**EPSQ Project Office  
DSS**